



To: Prospective Applicants for a Small Municipal Separate Storm Sewer System General Permit

Attached is a **Small Municipal Separate Storm Sewer Systems General Permit Notice of Intent (NOI) MS4-G**, for a Louisiana Pollutant Discharge Elimination System (LPDES) permit, authorized under EPA's delegated NPDES program under the Clean Water Act. To be considered complete, every item on the form must be addressed and the last page signed by an authorized company agent. If an item does not apply, please enter "NA" (for not applicable) to show that the question was considered.

Three copies (one original and two copies) of your **completed NOI**, each with a marked **U.S.G.S. Quadrangle map** or equivalent attached, should be submitted to:

Department of Environmental Quality
Office of Environmental Services
Post Office Box 4313
Baton Rouge, LA 70821-4313
Attention: Permits Division

Please be advised that completion of this NOI may not fulfill all state, federal, or local requirements for facilities of this size and type.

According to L. R. S. 48:385, any discharge to a state highway ditch, cross ditch, or right-of-way shall require approval from:

Louisiana DOTD
Office of Highways
Post Office Box 94245
Baton Rouge, LA 70804-9245
(225) 379-1301

AND

Louisiana DHH
Office of Public Health
6867 Bluebonnet Road, Box 7
Baton Rouge, LA 70810
(225) 765-5044

A copy of the LPDES regulations may be obtained from the Department's website at <http://www.deq.state.la.us/planning/regs/index.htm> or by contacting the Office of Environmental Assessment, Regulations Development Section, Post Office Box 4314, Baton Rouge, Louisiana 70821-4314, phone (225) 219-3550.

After the review of the NOI, this Office will issue written notification to those applicants who are accepted for coverage under this general permit.

If you have any questions, please contact DEQ at (225) 219-3181.

STATE OF LOUISIANA
DEPARTMENT OF ENVIRONMENTAL QUALITY

Office of Environmental Services, Permits Division

Post Office Box 4313

Baton Rouge, La 70821-4313

PHONE#: (225) 219-3181

**LPDES NOTICE OF INTENT (NOI) TO DISCHARGE STORMWATER ASSOCIATED WITH SMALL
MUNICIPAL SEPARATE STORM SEWER SYSTEMS**

(Attach additional pages if needed.)

Submittal of this Notice of Intent (NOI) constitutes notice that the entity identified in Section I of this form requests authorization by LDEQ's Small MS4 LPDES General Permit for storm water discharges from a small municipal separate storm sewer system (MS4) in Louisiana. Submittal of the NOI also constitutes notice that the party identified in Section I of this form has read, understands, and meets the eligibility conditions of Part I.B. of the permit; agrees to comply with all applicable terms and conditions of the permit; understands that continued authorization under the permit is contingent on maintaining eligibility for coverage, and that the permittee is required to implement a storm water management program. In order to be granted coverage, all information required on this form must be completed. **Three copies of the completed NOI** (one original and two copies) should be mailed to the Permits Division at the above address.

The applicant is the municipality or governmental entity for which coverage is requested. Adjoining municipalities or governmental entities may submit a joint NOI per LAC 33:IX.2521.B.1. If necessary, attach additional sheets to provide the information in Sections I-VII for each entity.

SECTION I - FACILITY INFORMATION

A. Permit is to be issued to the following:

1. Legal Name of Applicant/Owner _____

Mailing Address _____

Zip Code: _____

2. Name & Title of Contact Person _____

Phone _____ Fax _____ e-mail _____

B. Name and address of responsible representative who completed the NOI:

Name & Title _____

Company _____

Phone _____ Fax _____ e-mail _____

Address _____

SECTION II – LAC 33.I.1701 REQUIREMENTS

1. Does the company or owner have federal or state environmental permits identical to, or of a similar nature to, the permit for which you are applying in other states? (This requirement applies to all individuals, partnerships, corporations, or other entities who own a controlling interest of 50% or more in your company, or who participate in the environmental management of the facility for an entity applying for the permit or an ownership interest in the permit.)
☐ Permits in Louisiana only. List Permit Numbers: _____
☐ Permits in other states (list states): _____
☐ No other environmental permits.
2. Do you owe any outstanding fees or final penalties to the Department? ☐ Yes ☐ No
If yes, please explain. _____
3. Is your company a corporation or limited liability company? ☐ Yes ☐ No
If yes, attach a copy of your company's Certificate of Registration and/or Certificate of Good Standing from the Secretary of State.

SECTION III – SMALL MS4 SYSTEM INFORMATION

MS4

1. Name: _____
2. City/Cities: _____
Parish/Parishes: _____
Coordinates: (provide the coordinates of the City Hall or municipal business office for the MS4)
Latitude- _____ deg. _____ min. _____ sec. Longitude- _____ deg. _____ min. _____ sec.
Method of Coordinate Determination: _____

(Quad Map, Previous Permit, website, GPS)

3. Population served by the MS4 System: _____
4. Indicate how the stormwater reaches state waters (named water bodies) to the extent currently known. This information can be obtained from U.S.G.S. Quadrangle Maps. Include river mile of discharge point if available. If all discharge points have not yet been identified, this information will become available when the MS4 mapping is complete. At that time, all discharge points must be identified in the Storm Water Management Plan.

SECTION IV – STORM WATER MANAGEMENT PLAN

1. Information for person(s) responsible for implementing or coordinating the stormwater management program:

Name & Title _____

Phone _____ Fax _____ e-mail _____

2. Are you relying on another governmental entity to satisfy any of your permit obligations? ☐ Yes ☐ No

If yes, please describe. _____

Complete Sections V and VI on the following pages for each of the 6 Minimum Control Measures. You may provide the response to items V and VI in a separate document as an attachment to this NOI provided that the attachment fully addresses the 6 Minimum Control Measures and the Measurable Goals. A list of potential BMP's is available for review at the EPA web site at <http://www.epa.gov/npdes/menuofbmps>

SECTION V – BEST MANAGEMENT PRACTICES (BMP's)

1. Public Education and Outreach on Stormwater Impacts

<input type="checkbox"/> Classroom education on storm water <input type="checkbox"/> Education/outreach for commercial activities <input type="checkbox"/> Proper disposal of household hazardous wastes <input type="checkbox"/> Lawn and garden activities <input type="checkbox"/> Educational displays, pamphlets, booklets and utility stuffers <input type="checkbox"/> Low impact development <input type="checkbox"/> Pet waste management <input type="checkbox"/> Pollution prevention for businesses <input type="checkbox"/> Promotional giveaways	<input type="checkbox"/> Storm water educational materials <input type="checkbox"/> Trash management <input type="checkbox"/> Using the media <input type="checkbox"/> Water conservation practices for homeowners <input type="checkbox"/> Tailoring outreach programs to minority and disadvantaged communities and children <input type="checkbox"/> Others: _____ _____ _____ _____
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2. Public Involvement/Participation

<input type="checkbox"/> Adopt-A-Stream programs <input type="checkbox"/> Attitude surveys <input type="checkbox"/> Community hotlines <input type="checkbox"/> Reforestation programs <input type="checkbox"/> Stakeholder meetings <input type="checkbox"/> Storm drain stenciling <input type="checkbox"/> Stream cleanup and monitoring	<input type="checkbox"/> Volunteer monitoring <input type="checkbox"/> Watershed organization <input type="checkbox"/> Wetland plantings <input type="checkbox"/> Others: _____ _____ _____ _____
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3. Illicit Discharge Detection and Elimination

<input type="checkbox"/> Failing septic systems <input type="checkbox"/> Identifying illicit connections <input type="checkbox"/> Illegal dumping <input type="checkbox"/> Industrial/business connections <input type="checkbox"/> Wastewater connections to the storm drain system	<input type="checkbox"/> Recreational sewage <input type="checkbox"/> Sanitary sewer overflows <input type="checkbox"/> Others: _____ _____ _____
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SECTION V – BEST MANAGEMENT PRACTICES (BMP's) cont.

4. Construction Site Storm Water Runoff Control

<input type="checkbox"/> BMP inspection and maintenance <input type="checkbox"/> Brush barrier <input type="checkbox"/> Check dams <input type="checkbox"/> Chemical stabilization <input type="checkbox"/> Construction entrances <input type="checkbox"/> Construction reviewer <input type="checkbox"/> Construction sequencing <input type="checkbox"/> Contractor certification and inspector training <input type="checkbox"/> Dust control <input type="checkbox"/> Filter berms <input type="checkbox"/> General construction site waste management <input type="checkbox"/> Geotextiles <input type="checkbox"/> Gradient terraces <input type="checkbox"/> Grass-lined channels <input type="checkbox"/> Land grading <input type="checkbox"/> Model ordinances <input type="checkbox"/> Mulching <input type="checkbox"/> Riprap	<input type="checkbox"/> Sediment trap <input type="checkbox"/> Sediment basins and rock dams <input type="checkbox"/> Sediment filters and sediment chambers <input type="checkbox"/> Silt fence <input type="checkbox"/> Sodding <input type="checkbox"/> Soil roughening <input type="checkbox"/> Soil retention <input type="checkbox"/> Spill prevention and control plan <input type="checkbox"/> Storm drain inlet protection <input type="checkbox"/> Temporary diversion dikes <input type="checkbox"/> Temporary stream crossings <input type="checkbox"/> Temporary slope drain <input type="checkbox"/> Vegetated buffer <input type="checkbox"/> Wind fences and sand fences <input type="checkbox"/> Others: _____ _____ _____ _____
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5. Post-Construction Storm Water Management in New Development & Redevelopment

<input type="checkbox"/> Alternative turnarounds <input type="checkbox"/> Alternative pavers <input type="checkbox"/> Alum injection <input type="checkbox"/> Bioretention <input type="checkbox"/> BMP inspection and maintenance <input type="checkbox"/> Buffer zones <input type="checkbox"/> Buffer zones <input type="checkbox"/> Catch basin <input type="checkbox"/> Conservation easements <input type="checkbox"/> Dry extended detention ponds <input type="checkbox"/> Eliminating curbs and gutters <input type="checkbox"/> Grassed swales <input type="checkbox"/> Grassed filter strip <input type="checkbox"/> Green parking <input type="checkbox"/> In-line storage <input type="checkbox"/> Infiltration trench	<input type="checkbox"/> Infiltration basin <input type="checkbox"/> Infrastructure planning <input type="checkbox"/> Manufactured products for storm water inlets <input type="checkbox"/> Narrower residential streets <input type="checkbox"/> On-Lot treatment <input type="checkbox"/> Open space design <input type="checkbox"/> Ordinances for post-construction runoff <input type="checkbox"/> Porous pavement <input type="checkbox"/> Sand and organic filters <input type="checkbox"/> Storm water wetland <input type="checkbox"/> Urban forestry <input type="checkbox"/> Wet ponds <input type="checkbox"/> Zoning <input type="checkbox"/> Others: _____ _____ _____
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SECTION V – BEST MANAGEMENT PRACTICES (BMP's) cont.

6. Pollution Prevention/Good Housekeeping for Municipal Operations

<input type="checkbox"/> Alternative products	<input type="checkbox"/> Road salt application and storage
<input type="checkbox"/> Alternative discharge options for chlorinated water	<input type="checkbox"/> Roadway and bridge maintenance
<input type="checkbox"/> Automobile maintenance	<input type="checkbox"/> Septic system controls
<input type="checkbox"/> Hazardous materials storage	<input type="checkbox"/> Spill response and prevention
<input type="checkbox"/> Illegal dumping control	<input type="checkbox"/> Storm drain system cleaning
<input type="checkbox"/> Landscaping and lawn care	<input type="checkbox"/> Used oil recycling
<input type="checkbox"/> Materials management	<input type="checkbox"/> Vehicle washing
<input type="checkbox"/> Parking lot and street cleaning	<input type="checkbox"/> Others: _____
<input type="checkbox"/> Pest control	_____
<input type="checkbox"/> Pet waste collection	

SECTION VI – MEASURABLE GOALS

1. Public Education and Outreach on Storm Water Impacts.

List measurable goals (with start and end dates):

2. Public Involvement/Participation.

List measurable goals (with start and end dates):

SECTION VI – MEASURABLE GOALS (cont.)

3. Illicit Discharge Detection and Elimination.

List measurable goals (with start and end dates):

4. Construction Site Storm Water Runoff Control.

List measurable goals (with start and end dates):

5. Post-Construction Storm Water Management in New Development and Redevelopment.

List measurable goals (with start and end dates):

6. Pollution Prevention/Good Housekeeping for Municipal Operations.

List measurable goals (with start and end dates):

SECTION VII – COMPLIANCE HISTORY

Using a brief summary, report on the current status of all administrative orders, compliance orders, notices of violation, cease and desist orders, and any other enforcement actions either already resolved within the past 3 years or currently pending. The state administrative authority may choose, at its discretion, to require a more in-depth report of violations and compliance actions for the applicant covering any law, permit, or order concerning pollution at this or any other facility owned or operated by the applicant.

According to the Louisiana Water Quality Regulations, LAC 33:IX.2503.B, the following requirements shall apply to the signatory page in this application:

Chapter 25. Permit Application and Special LPDES Program Requirements

2503. Signatories to permit applications and reports

- A. All permit applications shall be signed as follows:
 - 1. For a corporation - by a responsible corporate officer. For the purpose of this Section responsible corporate officer means:
 - (a) A president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation, or
 - (b) The manager of one or more manufacturing, production, or operating facilities employing more than 250 persons or having gross annual sales or expenditures exceeding \$25 million (in second-quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
 - 2. For a partnership or sole proprietorship - by a general partner or the proprietor, respectively; or
 - 3. For a municipality, parish, State, Federal or other public agency - either a principal executive officer or ranking elected official. For the purposes of this Section a principal executive officer of a Federal agency includes:
 - (a) The chief executive officer of the agency, or
 - (b) A senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrator of EPA).
- B. All reports required by permits, and other information requested by the state administrative authority shall be signed by a person described in LAC 33:IX.2503.A, or by a duly authorized representative of that person. A person is a duly authorized representative only if:
 - 1. The authorization is made in writing by a person described in LAC 33:IX.2503.A.
 - 2. The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity, such as a position of plant manager, operator of a well or well field, superintendent, position of equivalent responsibility, or an individual or position having overall responsibility for environmental matters for the company. (A duly authorized representative may thus be either a named individual or any individual occupying a named position); and
 - 3. The written authorization is submitted to the state administrative authority.
- C. Changes to authorization. If an authorization under LAC 33:IX.2503.B is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, a new authorization satisfying the requirements of LAC 33:IX.2503.B must be submitted to the state administrative authority prior to or together with any reports, information, or applications to be signed by an authorized representative.
- D. Any person signing any document under LAC 33:IX.2503.A or B shall make the following certification:

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information including the possibility of fine and imprisonment for knowing violations."

Signatory Requirements

All storm water management plans, storm water pollution prevention plans, reports, certifications or information either submitted to the State Administrative Authority or that this permit requires be maintained by the permittee, shall be signed by a person described in LAC 33:IX.2503.A, or by a duly authorized representative of that person. A person is a duly authorized representative only if:

1. The authorization is made in writing by a person described in LAC 33:IX.2503.A,
2. The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity, such as the position of manager, operator, superintendent, or position of equivalent responsibility or an individual or position having overall responsibility for environmental matters for the company. (A duly authorized representative may thus be a named individual or any individual occupying a named position), and
3. The written authorization is submitted to the State Administrative Authority.

Pursuant to the Water Quality Regulations (specifically LAC 33:IX.2503) promulgated September 1995, the state NOI must be signed by a responsible individual as described in LAC 33:IX.2503 and that person shall make the following certification:

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information including the possibility of fine and imprisonment for knowing violations."

Signature _____

Printed Name _____

Title _____

Date _____

Telephone _____

CHECKLIST

To prevent any unnecessary delay in the processing of your notice of intent to be covered under the general permit, please take a moment and check to be certain that the following items have been addressed and enclosed:

1. ALL questions and requested information have been answered (N/A if the question or information was not applicable).
2. The appropriate person has signed the signatory page.
4. Please forward the original and two copies of this NOI and all attachments.

ANY NOI THAT DOES NOT CONTAIN ALL OF THE REQUESTED INFORMATION WILL BE CONSIDERED INCOMPLETE. NOI PROCESSING WILL NOT PROCEED UNTIL ALL REQUESTED INFORMATION HAS BEEN SUBMITTED.

NOTE: UPON RECEIPT AND SUBSEQUENT REVIEW OF THE NOI BY THE PERMITS DIVISION, YOU MAY BE REQUESTED TO FURNISH ADDITIONAL INFORMATION IN ORDER TO COMPLETE THE PROCESSING OF THE PERMIT